

**WILCO AREA CAREER CENTER
MINUTES
of the
Regular Meeting of the Wilco Board of Control
August 19, 2014**

CALL TO ORDER

The Wilco Board of Control met for a regular meeting on Tuesday, August 17, 2014, at Wilco Area Career Center. The meeting was called to order by President, Rod Westfall at 6:38 p.m. following the Public Hearing. Mr. Westfall requested the roll to be called.

ROLL CALL

ROE	Mr. Frank Perucca	present	209U	Dr. Matt Swick	present
				Ms. Peggy Kunz	present
255U	Ms. Christine Nelson	present			
	Mr. Larry Blackburn	present	202	Mr. Glenn Wood	present
				Mr. Rod Westfall	present
365U	Dr. James Mitchem	present			
	Mr. Daniel Falese	present	210	Dr. Mary Ticknor	present
				Ms. Bev Marzec	absent

AGENDA REVISIONS

President Westfall requested we move the audit presentation first in the agenda before other board business.

PUBLIC COMMENTS

Lauri Pope, Mack & Associates presented the audit for the 2014 Fiscal Year.

CLOSED SESSION

President Westfall asked for a motion to adjourn into closed session for the purpose of: 1. Collective negotiating matters between the Center and its employees: 5 ILCS 120/2(c)(1), and 2. The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the Center: 5 ILCS 120/2(c)(1).

It was moved by 255 and seconded by 202 to go into closed session at 6:38 p.m..

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried.

It was moved by 365 and seconded by 202 to end the closed session and return to the open board meeting at 7:10 p.m.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried

CONSENT AGENDA ACTION ITEMS

AR#0814-2477 –It was moved by 255 and seconded by 210 to accept the consent agenda including:

CA1 - Approval of minutes from previous meetings; June 20, 2014.

CA2 - Expenditures presented for payment for July & August, 2014

CA3 - Personnel: Hiring of Adam Bozarth, Part-time (2/3) Computer Technology Instructor (salary \$29,820.67) and part-time Technology Assistant (1/3) (salary \$20/hr up to 3 hrs. per day), and Elizabeth Zucker, Part-time Early Childhood II Instructor, 1 session/1 day

per week (salary \$1,632.24).

CA4 - Closed Session Minutes and Tapes, Semi-Annual Review

Approval to keep Closed Session minutes from February 2004 through December 2013 closed and to approve destruction of archived closed session tapes older than 18 months (February 2012 to January 2013).

It was moved by 255 and seconded by 210 to approve the consent agenda items.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried.

ASSISTANT PRINCIPAL'S REPORT for August 19, 2014 Regular Meeting

Julia Ann Oglesby, Assistant Principal for Student Services

1. Julia reported they are working on the new student information system and gathering information from the home schools. She reported that it looks like the new system will provide good attendance reports.
2. Julia told the board she started touring classrooms and explaining behavior expectations and Wilco rules and consequences.
3. Julia let the board know she is the liaison with the high schools regarding IEPs and 504 plan accommodations.
4. Julia said Tutors Melissa Sieder and Elizabeth Zucker will visit classrooms explaining benefits of and support that is available from Student Services. Julia said she will also get input from the Tutors on the needs for new forms for teachers.

ASSISTANT DIRECTOR'S REPORT for August 19, 2014 Regular Meeting

Elizabeth Kaufman, Assistant Director

1. Professional Development – Elizabeth reported to the board the staff has received SIS and Crisis Training and faculty meetings will focus on areas identified as weaknesses or not excellent across the faculty. Elizabeth also reported Julia will host monthly special education seminars and Adam Bozarth (Computer Technology Instructor) and Robert Chamberlin (IT Coordinator) will hold bi-monthly technology seminars on tools of the new system. She also reported she will be looking into applying for the PDA Mini grant.
2. Dual Credit – Elizabeth is working on an 18 month plan with JJC on credentialing Welding. Elizabeth also provided the College of DuPage course listings for the board. Elizabeth also reviewed an Industrial Maintenance program dual enrollment information.
3. School/Community Outreach – Elizabeth reported visits to curriculum nights at the high schools, preparations for the Plainfield Homecoming Parade, plans underway for the Counselor breakfast and upcoming visits from Jane Addams school in October and RC Hill at a later date also.

DIRECTOR'S REPORT for August 19, 2014 Regular Meeting

Katrina Plese, Executive Director

1. Annual Report – Katrina reviewed the proposed FY15 budget for the board. She provided an Annual report with comparisons of enrollment for the last 6 years by school and the effect on the budget the enrollment has.
2. Assessment Project – Katrina reported that year 2 teams have completed a blueprint, content outline, and are ready to write test items. Katrina said the year 2 teams had training in June.

3. IL Funds – Katrina discussed with the board moving funds in the IL funds account with the State to our account at First Midwest Bank. The board wants Katrina to check with legal counsel to ensure the funds are not restricted or designated to a specific project before approval of the move. Katrina will follow up and report next month.
4. Local 150 Agreement – The Local ASIP has been funding the Heavy Equipment Program at their facility by providing space, tools, equipment and instructors for the class with no financial support and would now like Wilco to provide compensation for the instructor. Katrina discussed with the board a new agreement proposed by the Local 150 providing payment for the instructors.
5. CNA Clinical Sites – Katrina discussed the difficulties in finding clinical sites for the CNA students this year. If a facility has been flagged, we are not allowed to send students there. Katrina also discussed the requirement of COD to have criminal background checks done on the EMS students. With the dual credit with COD, we will need to have our EMS students have background checks prior to their clinical times. She told the board we are working on a cost to the students and the process.
6. DCEO Grant – Katrina told the board we are still waiting for release of funds from the State and it may not happen. The funds (\$20,000) were intended for the health/life safety project for the changes to the Early Childhood observation room.
7. Construction Status – Katrina update the board on construction at the Center. The parking lot was sealed and sealing of the tuck-pointing completed. The vestibule is under construction and the main office has been painted and new carpet installed. Landscaping and tiling was completed for drainage due to the vestibule change.

RESOLUTIONS

None

POLICIES

None

OTHER ACTION ITEMS:

AR#0814-2478 – 2014-2015 Joint Agreement Budget

It was moved by 365 and seconded by 209 to accept the joint agreement budget for fiscal year 2015.
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried.

AR#0814-2479 – Local ASIP 150 Agreement

It was moved by 255 and seconded by 210 to approve the agreement with Local ASIP 150 Agreement.
Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Motion carried.

AR#0814-2480 – IL Funds Account

After discussion, this item was tabled until next month.
No roll call vote

ANNOUNCEMENTS / INFORMATION ITEMS

- A. Adult CNA – Katrina reported we had 9 students complete the summer adult class and the school had a profit of \$1,262.
- B. Enrollments – Katrina shared with the board the enrollment numbers by program and schools.
- C. HOSA Winners – Katrina pointed out the announcement provided to the board about two

- CNA students that placed in the top 10 at HOSA nationals, Lauren Werth from Lockport High School placing 6th and Erica Moyes from Plainfield Central who placed 3rd.
- D. FOIA Request – Katrina informed the board of a FOIA request from openthebooks.com Regarding copy of vendors and payments to vendors from 2008-2013. The FOIA request Was completed July 21, 2014.
 - E. Ecolab Grants – Katrina was pleased to tell the board that 2 teachers were awarded Ecolab Foundation Visions for Learning Grants; Jeannine Marco (\$1,259.00) and Mark Oglesby (\$3,000.00).
 - F. State Superintendent – Katrina told the board she had a request from the State Superintendent’s office for a copy of the deed to our building. Ours is on file with the county.
 - G. Staff Recognition – Katrina pointed out the board a hand-out in the folders showing staff recognition of anniversaries and perfect attendance.
 - H. Thank You Note – Katrina shared a copy of a thank you note from a former Wilco student, James Divis, who was a recipient of the \$500 Wilco scholarship.
 - I. Open House – Katrina invited the Board of Control members to our upcoming Open House on Thursday, September 25th.

NEW BUSINESS

None

NEXT MEETING

The next Wilco Board meeting will be Tuesday, September 16, 2014 at 6:30 p.m.

ADJOURNMENT

President Westfall asked for a motion to adjourn the board meeting. It was moved by 209 and seconded by 365 to adjourn the board meeting at 7:35 pm.

Roll call vote: 6 Ayes, 0 Nays, 0 Abstain. Meeting adjourned.

APPROVED

President, Wilco Area Career Center Board of Control

DATE

Secretary, Wilco Area Career Center Board of Control

DATE